



Transmission Business Line (TBL)

Business Practice BUS 002.2

TBL External Business Practices and Procedures, Version 2

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Effective: February 1, 2004

This revision updates the link to the sign-up page for Information Notification list. It also includes new wording asking customers to notify TBL early in the review process for draft business practices if they will be unable to meet due date for comments (per customer request). This revision supersedes all prior versions of the TBL External Business Practices and Procedures business practice.

This document outlines the policies for development and distribution of Bonneville Power Administration Transmission Business Line (TBL) business practices and procedures. The official distribution for all TBL business practice and procedures is by posting on the TBL Web Site http://www2.transmission.bpa.gov/Business/Business_Practices/

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1. Business Practices

External business practices are written policies and guidelines developed within TBL, and posted on the TBL web site to provide customers with the information necessary to efficiently conduct business with TBL. Business practices clarify and implement provisions of Bonneville's Open Access Transmission Tariff (OATT), TBL'S Transmission and Ancillary Service Rate Schedules (transmission rates), orders of the Federal Energy Regulatory Commission (FERC), or establish TBL policy as required in the course of business.

Business Practices may be developed or revised for reasons including, but not limited to the following:

- To provide information, instructions, and policy definition in support of, or to implement, its current Open Access Transmission Tariff (OATT), rate schedules or a rate or OATT Settlement Agreement.
- To address emerging or changing business needs within TBL, the Bonneville Power Administration, or the industry.
- To respond to legislation, orders, or new or revised operating practices and policies mandated by governing entities.
- To respond to new or revised operating standards or good utility practice recommended by oversight groups, regional reliability organizations, or similar entities.

A. Guidelines for Application and Distribution of Business Practices

The following guidelines govern TBL business practices.

- ◆ TBL applies its business practices to all customers on a nondiscriminatory basis.
- ◆ Business practices are distributed by posting on the Business Practices page of the TBL web site at:
http://www2.transmission.bpa.gov/Business/Business_Practices/.
- ◆ All business practices are official documents and subject to this policy. They are distributed in .pdf format and can be viewed using the Adobe Acrobat Reader.

B. Development Process for Business Practices

To ensure non-discrimination, TBL adheres to the following process when developing and revising business practices.

1. TBL determines the need for and develops a business practice. Generally, business practices are not available to customers during development. However, a summary or overview of a business practice may be distributed for information at a Business Practice Technical Forum or other customer meeting that is announced on the TBL Web Site.
2. After a draft business practice has been approved by TBL, it is posted on the TBL Web Site for customer review and comment and an email message is sent to the subscribers of the Information Notification list.

To subscribe to this list, use the electronic form found at http://www2.transmission.bpa.gov/oasis/bpat/lists/oapostings/oa_com m.cfm.

Normally draft business practices are posted for a comment period of 15 business days. TBL may lengthen the comment period for a particularly complex or consequential business practice. In unusual cases, TBL may shorten the length of the customer comment period due to an urgent business need.¹

If a customer finds that it may have a problem meeting the specified due date for comments, that customer may notify TBL by an email to the designated email box, businesspractices@bpa.gov. TBL will then determine whether the comment period can be extended.

At its discretion, TBL may post a business practice or revision without a comment and review period.

3. Customers submit comments to the designated email businesspractices@bpa.gov or in writing to their designated Transmission Account Executive.
4. After the close of the comment period, TBL considers all customer comments and prepares a written response.
5. The final business practice and TBL responses to customer comments are posted on the web site, and an email message is sent to the subscribers of the Information Notification list to notify them of the new or revised business practice.

2. Procedures

External procedures are written instructions to help customers perform a task or set of tasks in the course of doing business with TBL, or to provide general information such as contacts or business hours.

Procedures do not define policy or elaborate on the OATT, rate schedules, or a rate or OATT Settlement Agreement.

Procedures are developed or revised when day-to-day operations change.

A. Guidelines for Application and Distribution of Procedures

The following guidelines govern the development of TBL procedures.

- ♦ TBL applies its procedures on a nondiscriminatory basis to all applicable customers.
- ♦ The official distribution for procedures is by posting on the TBL web site: <http://www2.transmission.bpa.gov/>. Procedures are categorized by area and linked on the appropriate pages on the site.
- ♦ All procedure postings are in .pdf format that can be viewed using the Adobe Acrobat Reader.

¹ The draft business practice document specifies the date by which customers must comment.

B. Development Process for Procedures

TBL adheres to the following process when developing procedures.

1. TBL determines the need for and develops a procedure. Since procedures do not define policy, TBL does not solicit or accept customer comments on them.
2. After internal approval, the procedure is posted on the appropriate page of the TBL web site.
3. An email message is sent to the subscribers of the Information notification list to notify them of the new or revised procedure.

C. Revisions to Procedures

TBL will revise procedures as needed and post them on the appropriate page of the web site. If a revised procedure contains a substantive change in a process, an email is sent to the subscribers of the Information Notification list to alert customers to the change.

Revision History:

02/04/2004 Final for version 1 posted.

11/06/2003 Developed to communicate policy for development and distribution of business practices and procedures. Replaces the following documents:

- Notice posted 06/16/01 - "Use of Business Practices for Implementation of the Open Access Tariff (OATT)"
- Business practice posted 09/28/2001 - Use of TBL's OASIS Website for: Business Practices, Training Modules, and Questions and Answers for Implementation of the Open Access Transmission Tariff (OATT)